



Creating Accessible Documents

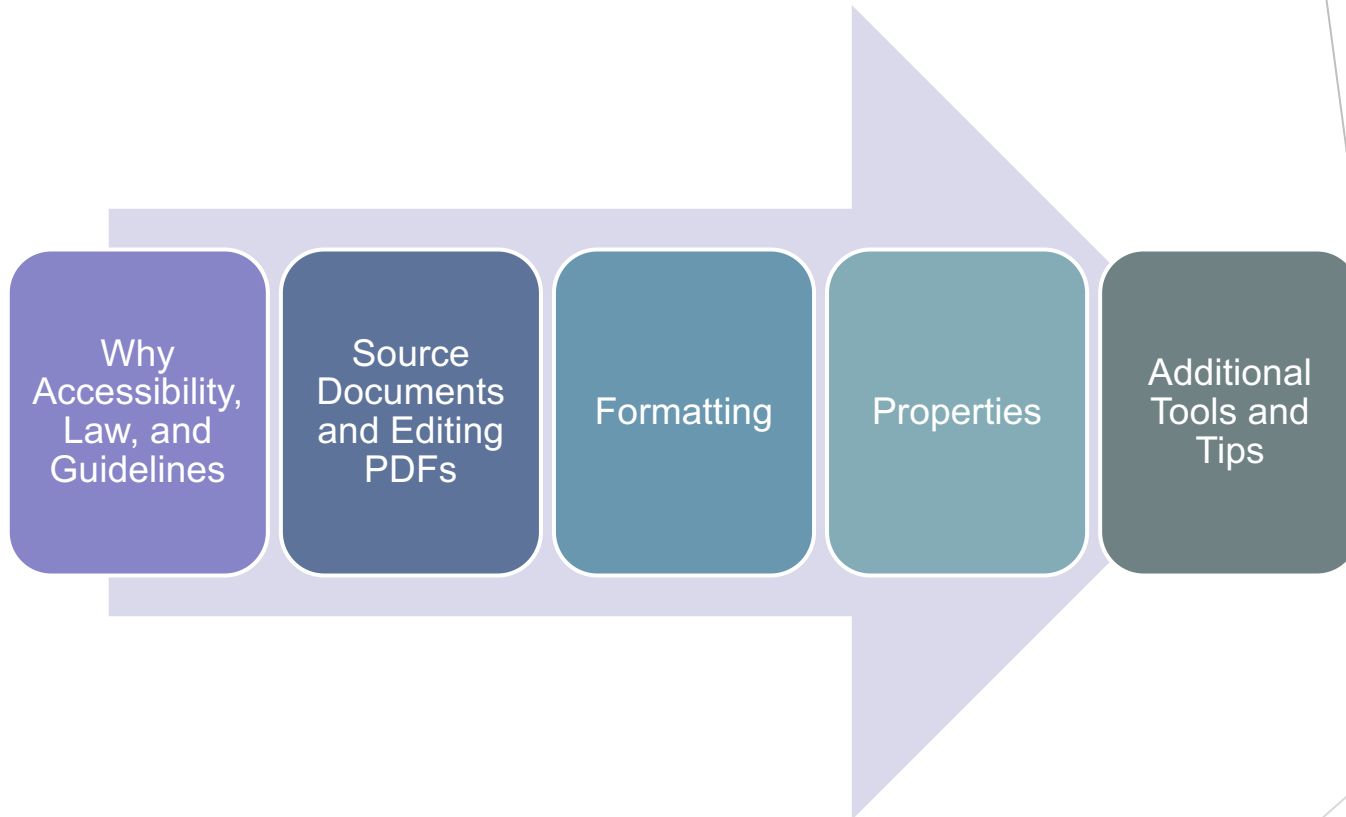
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Agenda



History- Why is web and document accessibility important?

- ▶ Access and opportunity
 - ▶ Reach ***entire*** audience
 - ▶ Documents open **faster** on mobile devices
 - ▶ If our buildings are accessible, our electronic documents need to be
- ▶ It's the law 😊



“ In 1998, Congress amended the Rehabilitation Act of 1973 to require Federal agencies to *make their electronic and information technology (EIT) accessible to people with disabilities. The law (29 U.S.C. § 794 (d)) applies to all Federal agencies when they develop, procure, maintain, or use electronic and information technology.* ”

-Section 508 Law and Related Laws and Policies



PDF and Universal Accessibility: International Organization for Standardization

- ▶ ISO 14283-1 (in process of revision) is a subset of and references ISO 32000
 - ▶ Electronic document file format enhancement for accessibility
 - ▶ Designed to identify the semantic information necessary for assistive technologies to access the information in the document such as text, structure, and organization of the content
 - ▶ Shall vs. May
 - ▶ E.g. Lists- individual list items shall be specified by tags. <Lbl> and <Lbody> tags may be included.
 - ▶ Organization define their own specific rules
 - ▶ E.g. HHS requires <Lbl> and <LBody> tags for compliance
- ▶ Conventions
 - ▶ <Document> tag should be the first tag in the tree structure (not required by PDF/UA)
 - ▶ Artifact images with captions (no alternative text [alt-text])



References and resources for History, Law, and Guidelines

- ▶ [International Organization for Standardization standards catalog ISO 14289-1](#)
- ▶ [Section 508 Law and Related Laws and Policies](#)



Source Documents

- ▶ The source document is **supreme**
- ▶ Things to consider when creating a source document:
 - ▶ Does the authoring tool of the source document allow the author to **create** an accessible document?
 - ▶ For example: Microsoft Office has an **Accessibility Checker** to help the author make the document more accessible.
 - ▶ Does the author **know how** to create an accessible document?
 - ▶ For example: In Word, are **Styles** used to apply headings or are headings 'created' by changing the font size and making the font bold?
 - ▶ It's almost always **easier to remediate the source document, and then convert to PDF.**




Microsoft Office “Accessibility Checker”


The screenshot displays the Microsoft Office ribbon interface. On the left is a dark blue navigation pane with icons and labels for 'Info', 'New', 'Open', 'Save', 'Save As', 'Save as Adobe PDF', 'Print', 'Share', 'Export', 'Close', 'Account', 'Feedback', and 'Options'. The main area is light gray and titled 'Info'. It shows the document name 'Accessible PDF Demo Document - A' and the path 'Documents » 2 - PDF Source Samples'. Three main options are visible: 'Protect Document' (with a padlock icon), 'Inspect Document' (with a document and checkmark icon), and 'Check Accessibility' (with a document and globe icon). A red rectangular box highlights the 'Check Accessibility' option. Below these options, a dropdown menu is open, listing three items: 'Inspect Document' (with a document and magnifying glass icon), 'Check Accessibility' (with a document and globe icon), and 'Check Compatibility' (with a document and checkmark icon). The 'Check Accessibility' option in the dropdown is also highlighted with a red border.


Info


Accessible PDF Demo Document - A


Documents » 2 - PDF Source Samples

 **Protect Document**
Control what types of changes people can make to this document.

 **Inspect Document**
Before publishing this file, be aware that it contains the following information:
■ Document properties and author's name
■ Content that people with disabilities are unable to read

 **Inspect Document**
Check the document for hidden properties or personal information.

 **Check Accessibility**
Check the document for content that people with disabilities might find difficult to read.

 **Check Compatibility**
Check for features not supported by earlier versions of Word.

Converting to a PDF from a Source Document

- ▶ **Multiple Methods, Varying Results**
 - ▶ **Acrobat Plug-in (best method)**
 - ▶ **Application “Save As”**
 - ▶ **Export**
 - ▶ **Print to PDF**
 - ▶ **Other conversion tools or plug-ins**
 - ▶ Tables and lists may be **inaccurately tagged**
 - ▶ Resulting PDF may be **untagged**
 - ▶ **Custom tags** may be created



Hierarchy of Tasks (Here There Be Monsters)

- ▶ Is the PDF crated from a **scanned image**?
 - ▶ If yes- perform **text recognition**
- ▶ Is the PDF a form with **fillable form fields**?
 - ▶ If yes- **add the form fields**
- ▶ Does the PDF document or form **contain links**?
 - ▶ If yes- **add the links**
- ▶ Does the PDF have **multimedia**?
 - ▶ If yes- **add the multimedia** (make sure it is accessible with **captions** and **video descriptions**)
- ▶ **Now**- tag the document
- ▶ After or during tagging, **have you edited the document**?
 - ▶ If yes, at the very least you will have to **remove all tags and re-tag the document or form**. It may be necessary to remove all tags, multimedia, links, and form fields and **return to step 2**.



PDF Maker vs. Make Accessible (Auto tagging)

- ▶ PDF Maker uses the semantic information of the source document to tag the PDF
- ▶ Make Accessible attempts to imply the structure of the document

Acrobat Pro DC PDF Accessibility – The Basics

Converting to PDF for an Accessible Word Document

This is a test document to use for converting an accessible Word doc to and accessible PDF. This document uses the basic functionality in Word to create accessible documents.

Headings

Headings are essential for the structure of the document and for ease of navigation using a screen reader. Heading must be used in a hierarchical manner. Unlike in HTML, according to the PDF/UA standard, multiple Heading 1's can be used in a PDF.

Text

Paragraphs

Indentations and paragraph spacing should be used in a Word document for structure. This prevents the screen reader from reading blank spaces and lines and avoids the need, upon conversion to PDF, to artifact those elements.

Color

It is always best to address color contrast issues in the original Word document. Although it may be possible to change text color in the PDF, it is difficult and may cause additional tagging issues. Below is a sample color wheel.



Lists

A correctly formatted list makes it easier for a screen reader user to understand the context within which the list is presented. Both bulleted and numbered lists, when created using the appropriate method in Word, will convert cleanly to well-tagged lists in a PDF.

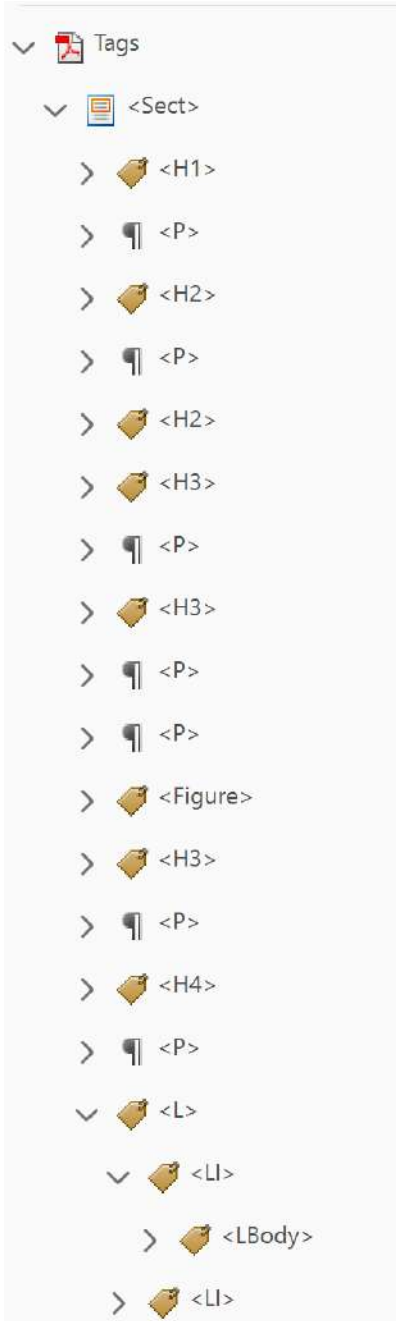
Bulleted List

Bulleted lists are used commonly to delineate a list of information that may be too long or too detailed to present in sentence format. Type of bulleted lists include:

- A list of non-prioritized items.
- A list of resources which may be links [e.g. [Adobe Corporate Accessibility page](#)]
- A subset of detailed information that fleshes out a higher level comment or outline item.
- Other information that doesn't need the hierarchy provided by a numbered list.



PDF Maker >



< Make Accessible



References and resources for Source Documents and Editing PDFs

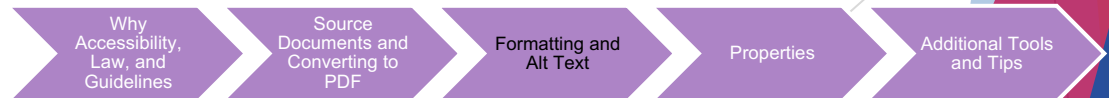
▶ Adobe

▶ [Adobe Acrobat Training Resources](#)





Text and Font



Text and Font: Things to Remember

▶ Font type

▶ **San-Serif** is most acceptable

▶ Sans-serif

▶ Arial, Verdana, Lucida Sans

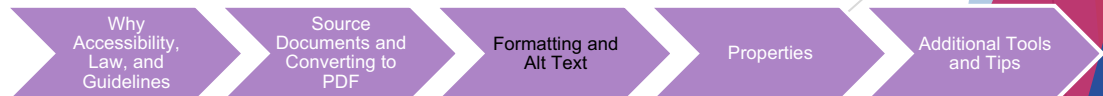
▶ Serif

▶ Times New Roman, Courier New, Century Schoolbook

▶ Use high contrast and **bold** when possible

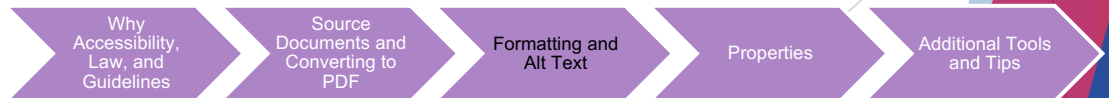
▶ Font size: the bigger the better! Size 14 is generally acceptable

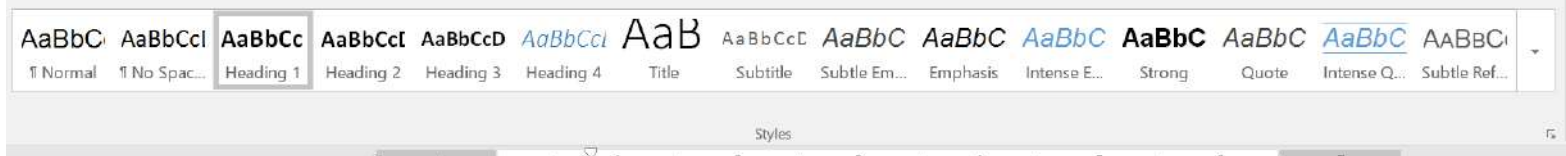
▶ **Example:** Size 12 **versus** Size 14



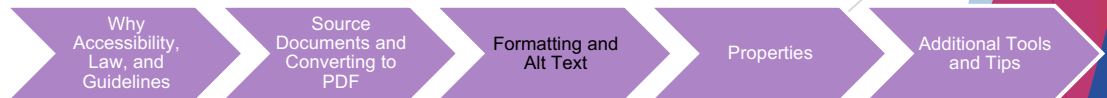


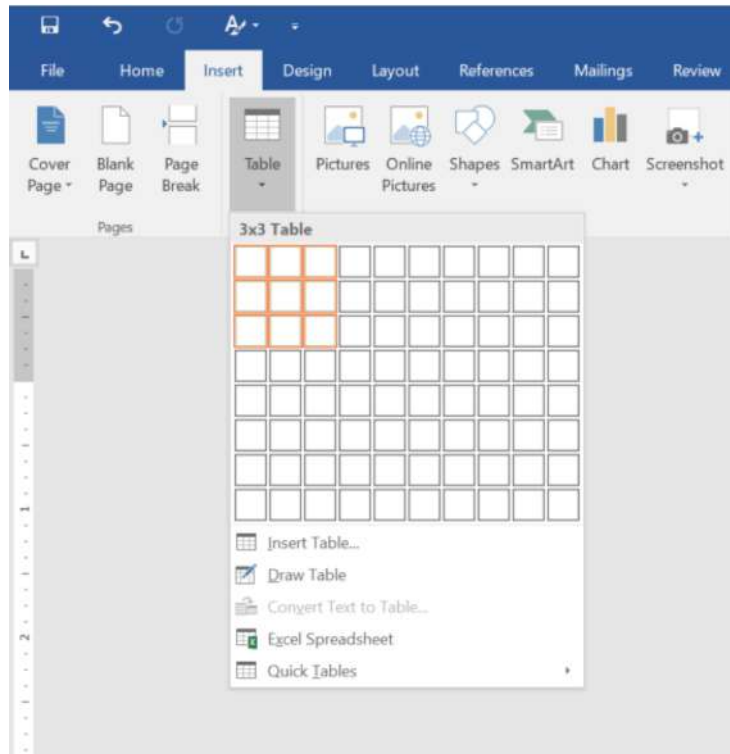
Paragraph



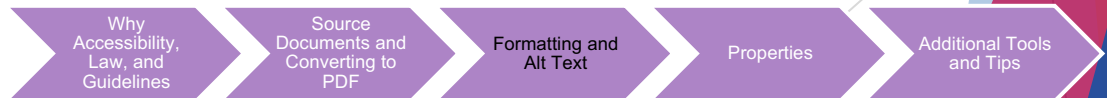


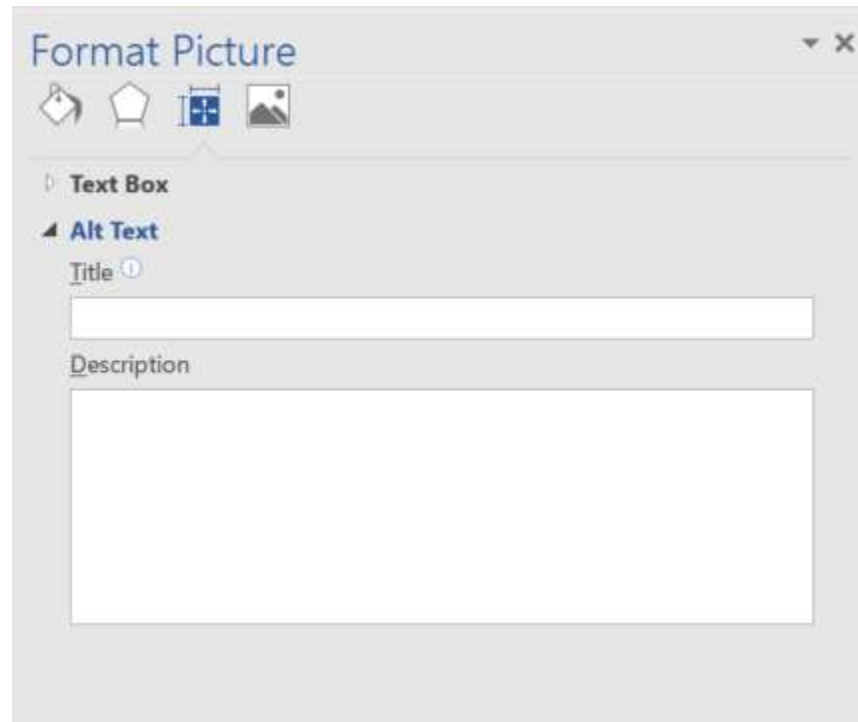
Styles



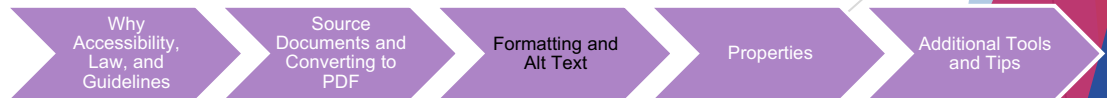


Tables





Alt Text



Alt text picture 1



Why
Accessibility,
Law, and
Guidelines

Source
Documents and
Converting to
PDF

Formatting and
Alt Text

Properties

Additional Tools
and Tips

Alt text picture 2



Why
Accessibility,
Law, and
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Source
Documents and
Converting to
PDF

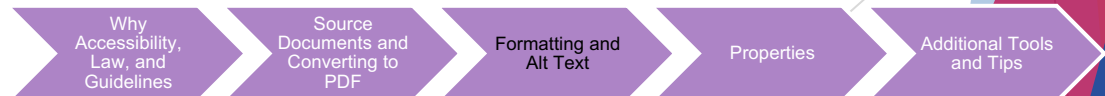
Formatting and
Alt Text

Properties

Additional Tools
and Tips

Formatting Resources

- ▶ “How to Design Great Alt Text: An Introduction”
 - ▶ [Deque.com Alt text Introduction](#)
- ▶ “No More Excuses - The Definitive Guide To The Alt-Text Field”
 - ▶ [Phase 2 article on Alt-Text](#)
- ▶ “Alt Text in Word: Title Vs Description”
 - ▶ [Alt Text in Word](#)
- ▶ “What’s the best font size for the web? Well, it depends...”
 - ▶ [Imarc article on font size](#)
- ▶ Microsoft
 - ▶ [Microsoft Office online resources](#)
- ▶ Minnesota IT Services
 - ▶ [MNIT Accessibility Homepage](#)
- ▶ WebAim
 - ▶ [WebAim](#)





Properties ▾

Size 14.6KB
 Pages 2
 Words 146
 Total Editing Time 0 Minutes
 Title Add a title
 Tags Add a tag
 Comments Add comments
 Template Normal.dotm
 Status Add text
 Categories Add a category
 Subject Specify the subject
 Hyperlink Base Add text
 Company Specify the company


Related Dates

Last Modified 9/7/2017 10:54 AM
 Created 9/7/2017 10:54 AM
 Last Printed

Related People

Manager Specify the manager
 Author  Stallings, Nicholas (nstallings@uidaho.edu)
 Add an author
 Last Modified By  Stallings, Nicholas (nstallings@uidaho.edu)

Related Documents

 Open File Location
[Show Fewer Properties](#)

Document Properties

Description Security Fonts Initial View Custom Advanced

Description

File: Acrobat Pro DC PDF Accessibility - The Basics - Converting to PDF from Word

Title:

Author: Rob Heverty

Subject:

Keywords:

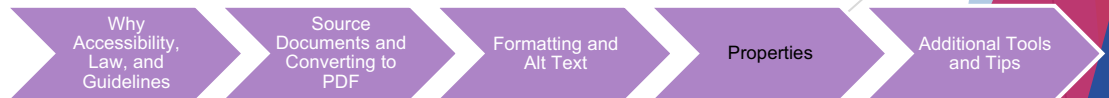
Created: 8/15/2017 1:49:18 PM Additional Metadata...
 Modified: 8/15/2017 1:49:19 PM
 Application: Acrobat PDFMaker 17 for Word

Advanced

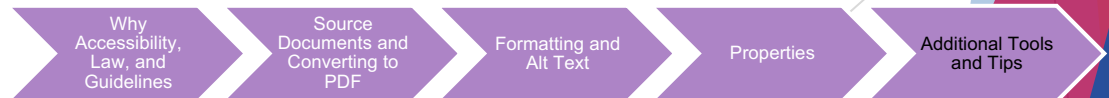
PDF Producer: Adobe PDF Library 15.0
 PDF Version: 1.5 (Acrobat 6.x)
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 File Size: 178.57 KB (182,859 Bytes)
 Page Size: 8.50 x 11.00 in Number of Pages: 2
 Tagged PDF: Yes Fast Web View: Yes

Help OK Cancel

Document properties



Additional Tools and Tips



Show paragraph spacing

The image shows the Microsoft Word ribbon with the Paragraph group selected. The ribbon includes tabs for Review, View, Dictation, and a search bar. The Paragraph group contains icons for bulleted and numbered lists, indentation, line and paragraph spacing, and alignment. The Styles group shows the Normal style selected, along with other styles like No Spacing, Heading 1, Heading 2, Title, Subtitle, and Subtle Emphasis. Below the ribbon is a horizontal ruler and a document preview area. The preview area contains a centered title, a paragraph with visible paragraph marks, a paragraph with a space, and a paragraph with a formatted space.

Document1 - Word

Review View Dictation Tell me what you want to do...

Paragraph

Styles

Title

This is a test. It will show you what paragraph marks look like in your document. Use these to check your formatting!

That was a space.

This is a formatted space.

“

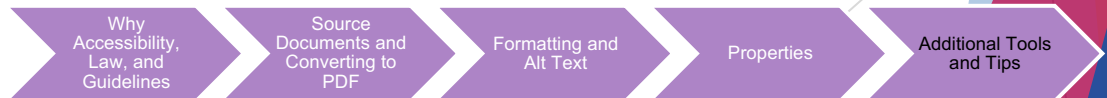
**I OFTEN SAY THAT DESIGN IS
REALLY HOW YOU TREAT
PEOPLE”**

”

-Yves Behar



Resources



WebAim

- ▶ **Center for Persons with Disabilities**
 - ▶ [WebAim Resources](#)
- ▶ **Includes trainings (archived and live), Accessibility checker for websites, articles, and resources**
 - ▶ [WebAim Website Accessibility Checker](#)



Idaho Center on Disabilities and Human Development- Projects that can help

- ▶ **Idaho Assistive Technology Project**
 - ▶ Information and Communication Technology
- ▶ **Idaho Training Clearinghouse**
 - ▶ Learning Management System

